



Bill Owens  
Governor

Colorado Department of Local Affairs

Brian Vogt  
Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 34

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

DATE: September 20, 2006

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**

[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/13/06	Douglas County Position Opening	Review with staff. File in General Correspondence File.
9/20/06	2006 Senior Exemption Data	September 20, 2006
9/20/06	Administration 702-Assessor's Role in Local Government	Review with interested personnel. Return Registration form to Division. File in Education File.
9/20/06	Weld County Position Opening	Review with staff. File in General Correspondence File.
9/20/06	Weld County Position Opening	Review with staff. File in General Correspondence File.





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Douglas County  
Position Opening

DATE: September 13, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

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**MEMORANDUM**

The Douglas County Assessor's Office has a position opening for a Supervisor-Assessment and GIS. See attached announcement for more information.



**DOUGLAS COUNTY**  
**Supervisor- Assessment and GIS**

**Department/Division - Assessor**

This position is responsible for supervising the assessment and Assessor GIS staff in the completion of complex, technical work maintaining spatial and ownership data for assessment purposes.

***Responsibilities include*** staff training and supervision in creation and maintenance of parcel data and ownership records, tax district boundary maintenance, research and customer service.

***Qualifications:*** BS or BA and four years progressive experience including two years of supervisory duties or any equivalent combination. Requires strong organizational skills and strong written/verbal communication skills; knowledge of property title law, public land survey system, GIS experience a plus.

**Hiring Range: \$4,460-\$5,560.**

**Please apply to Job #61197 by September 30, 2006.**



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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: 2006 Senior Exemption Data

DATE: September 20, 2006

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**MEMORANDUM**

A previous bulletin listed the web site created for submitting a report of the senior property tax exemptions granted by your office. However, several counties have not been able to use this site. If you have not been able to submit your report, please try the alternate web site at [https://dola.colorado.gov:8443/she\\_submissions/main](https://dola.colorado.gov:8443/she_submissions/main). Notice that the web site address includes the symbol “\_” between “she” and “submissions.” The site will not accept .zip files; therefore, please submit your files with the .txt extension. Both sites and the data transmission are secured. If you are not able to send the report, please save the files to a disk or a CD and mail it to the Division. If you have any questions, call Renee Bridges at (303)866-2130 or Greg Schroeder at (303)866-2681.





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 702-Assessor's Role in Local Government

DATE: September 20, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Assessor's Role in Local Government (Admin 702)***

### **Five-day Workshop**

**Education credit:** 32 (continuing education only)

**Tested:** Yes

**Recommended Prerequisite:** Introduction to Assessment (Admin 100)

**Cost Per Student:** \$25.00

*(Please make checks payable to: Colorado Assessors Association)*

### **TOPICS:**

- Abstract Compliance
- Assessment Calendar
- Parcel Numbering and Mapping
- Administrative Procedures for Personal Property Declarations
- Accounts Incurring Penalties
- Confidentiality of Records
- Severed Minerals, New Construction, Manufactured Homes
- Deeds, Real Property Transfer Declarations (TD 1000)
- Formation of Special Districts
- Notices of Valuation, Special Notices of Valuation, and Appeals Process
- Certification of Values to Taxing Entities and Certification of Levies



Class time is from 8:30am to 4:30pm

[Registration Form](#)

2006					
DATE	City	Building	Phone Number	Address	Instructor
10/23-27/06	Grand Jct	<a href="#">State Svcs Bldg</a>	970-248-7318	222 6th Rm 101	John & Frank
10/30-11/3/06	Sterling	<a href="#">Destoto Bldg</a>	970-522-9897	1120 Pawnee Ave	Greg & Janeen
11/13-17/06	Aurora	<a href="#">Centre Point Plaza</a>	303-636-1100	14980 E Alameda Drive	John & Janeen

**Confirmation sent only to counties that are registered in the class.**





COLORADO ASSESSORS' ASSOCIATION  
 DPT EDUCATION REGISTRATION FORM  
 1313 Sherman Street, Room 419  
 Denver, Colorado 80203  
 (303) 866-2371 Telephone  
 (303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

*Please submit one registration form for each course title.*

<b>Course Title</b>	
<b>Location</b>	
<b>Course Date</b>	

<b>County Contact Person</b>		
<b>Work Phone Number</b> (Include Area Code & Extension)		<b>E-mail:</b>

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail [rebecca.fisk@state.co.us](mailto:rebecca.fisk@state.co.us)  
 For **administrative** classes e-mail [evelyn.hernandez@state.co.us](mailto:evelyn.hernandez@state.co.us)



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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Weld County  
Position Opening

DATE: September 20, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

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**MEMORANDUM**

The Weld County Assessor's Office has a position opening for a Chief Analyst.  
See attached announcement for more information.





Personnel Services/HR  
915 Tenth Street  
P.O. Box 758  
Greeley, CO 80632  
Phone: (970)336-7220  
Fax: (970)352-9019  
[www.co.weld.co.us](http://www.co.weld.co.us)

**Job Posting for Chief Analyst**

Weld Assessor's Office

Pay Grade 44, Step 1

\$26.32 per hour \$4562.70 per month

Application Deadline: October 2, 2006

**Chief Analyst**

**Example of Job Duties:**

This position performs analytical and supervisory duties within the Analysts Division. Examples of duties include planning, organizing, directing and reviewing the work of a staff of three analysts in all areas of the Assessor's Office and outside agencies. Serves as the liaison to the County's I.S. Department. This position is a member of the Assessor's Senior Management Team. This position is responsible for all analytical processes, including regression analysis, statistical modeling and analysis, audit compliance and overall calibration of the CAMA (computer assisted mass appraisal system). This position oversees all analytical and statistical functions used in mass property reappraisals, for all classes of property.

**Qualifications:**

This position requires a Bachelor's degree or its equivalent, in math, statistics, business administration, economics or related field. The successful candidate must possess a valid Colorado appraisal license, preferably at the Certified General level. This position requires 3-5 years of mass appraisal or statistical experience for all types of property and 3-5 years management experience. The successful candidate must have experience in appraisal modeling and have extensive knowledge of Colorado property tax requirements. The successful candidate must have outstanding skills in using SPSS, Access, Excel, and Word and Computer Assisted Mass Appraisal and GIS systems. Must have a valid driver's license.

Physical requirements, job descriptions, and application at  
Weld County Human Resources  
915 Tenth Street, 3<sup>rd</sup> Floor, Greeley, CO  
EEO



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JoAnn Groff  
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TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Weld County  
Position Opening

DATE: September 20, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

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**MEMORANDUM**

The Weld County Assessor's Office has a position opening for a Residential Appraiser IV. See attached announcement for more information.



Personnel Services/HR  
915 Tenth Street  
P.O. Box 758  
Greeley, CO 80632  
Phone: (970)336-7220  
Fax: (970)352-9019  
[www.co.weld.co.us](http://www.co.weld.co.us)

**Job Posting for Residential Appraiser IV**

Weld Assessor's Office

Pay Grade 36, Step 1

\$21.62 per hour \$3747.38 per month

Application Deadline: October 2, 2006

**Residential Appraiser IV**

**Example of Job Duties:**

This position performs supervisory appraisal duties within the Residential-Ag-Land Division. Examples of duties include planning organizing, directing and reviewing the work of a staff of 10 appraisers in the areas of vacant land, agricultural property and residential. This position will also assist in the planning and organizing of the Appraisal Department as a part of the Appraisal Supervisory Team. This position is responsible for reviewing values and discussing protest decisions with taxpayers during the appeals process. This position will use Colorado law and appraisal procedures to establish values for property tax purposes.

**Qualifications:**

This position requires a Bachelor's degree or its equivalent. The successful candidate must possess a valid Colorado appraisal license, preferably at the Certified level. This position requires 3-5 years of real estate sales or appraisal experience with residential, vacant land and agricultural property and 3-5 years supervisory experience. The successful candidate must have demonstrated skills in using Word and Excel. Must have a valid driver's license and a vehicle that can be used for the job.

Physical requirements, job descriptions, and application at  
Weld County Human Resources  
915 Tenth Street, 3<sup>rd</sup> Floor, Greeley, CO  
EEO